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**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**

MEMORANDUM FOR ALL

FROM: 374FSS/FSR

SUBJECT: Use of Morale, Welfare, and Recreation (MWR) Funds for Organizational Parties and Picnics (FY 19)

1. IAW AFI 34-201, paragraph 4.3.4., the Yokota AB MWR Fund budgets Nonappropriated Funds (NAFs) to support organizational parties, picnics or similar activities in which all members of the unit are invited to attend. Funding will not to exceed \$7.00 per military and civilian employee, which is based on the Unit Manning Document (UMD) for fiscal year 2019. These funds are budgeted at the squadron level, however, group and wing commanders may designate a portion of the annual allowance for a wing or group level event with understanding that this will reduce the amount available for their squadrons.
 - a. Authorized expenditures;
 - (1) Non-alcoholic beverages
 - (2) Food
 - (3) Decorations and supplies (paper plates, plastic ware, etc.)
 - (4) Transportation fees
 - (5) Outdoor rental items
 - b. Awards, gifts, cash prizes, plaques, and alcoholic beverages are not authorized.
2. Requests for organizational funds must be submitted to 374FSS/FSR, Bldg. 316, Room 157. Group commanders wishing to plan a group-wide event should notify 374FSS/FSR early in the fiscal year so that funds can be set aside from group's overall allotment. The attached Request for Nonappropriated Funds (NAFs) for Organizational Function letter is required for approval and reimbursement. Approval must be obtained before any expenses are incurred. Receipts dated prior to approval date will not be reimbursed
3. Questions regarding this policy may be directed to Hiroshi Takano at DSN 225-9007.

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